

FREE PRINTABLE PLANNING GUIDE

Complete Printable Wedding Checklist

A practical, start-to-finish overview for organizing tasks, owners, deadlines, payments, documents, and next steps.

PLAN · ASSIGN · COMPLETE

START HERE

One Checklist, One Clear View

Use this printable as your high-level planning map. Keep detailed budgets, guest records, and vendor research in their dedicated tools.

1 PLAN

Review the current planning window and circle the tasks that apply to your wedding.

2 ASSIGN

Give every active task one owner. Shared responsibility still needs one person to follow up.

3 SCHEDULE

Add a realistic due window, then move the next action to your calendar or planning tool.

WEDDING SNAPSHOT

COUPLE / NAMES

WEDDING DATE OR DATE WINDOW

LOCATION / VENUE

ESTIMATED GUEST RANGE

OUR THREE PLANNING PRIORITIES

KEEP IT USEFUL

Cross out what does not apply. Before final confirmation, review pages 13-14 for access, guest care, safety, contacts, and decision authority.

FOUNDATION

Before You Begin

Make the few decisions that shape every search, quote, and contract that follows.

TASK	OWNER	DUE WINDOW	DONE
☐ Name each partner's top three priorities After: Individual priorities			☐
☐ Agree on the three shared priorities After: Individual priorities			☐
☐ Set a total spending ceiling After: Financial comfort			☐
☐ Choose a working guest-count range After: Budget ceiling			☐
☐ Define the location or travel radius After: Guest range			☐
☐ Choose a season or date window After: Location			☐
☐ Select the general wedding format and level of formality After: Shared priorities			☐
☐ Decide how you will approve major expenses After: Budget ceiling			☐
☐ Choose the type of planning help you want After: Scope and budget			☐
☐ Create one planning email and one file system After: Decision process			☐
☐ List the first three decisions that unlock the rest After: Priorities			☐

12+ MONTHS

Build the Foundation

Secure the decisions and professionals that determine availability, cost, and direction.

TASK	OWNER	DUE WINDOW	DONE
☐ Confirm the working budget and contribution plan After: Shared priorities			☐
☐ Build the first guest-count estimate After: Budget			☐
☐ Confirm the location and date window After: Guest range			☐
☐ Research and tour venues After: Location and date window			☐
☐ Book the ceremony and reception venue After: Venue comparison			☐
☐ Hire a planner, if using one After: Budget and help level			☐
☐ Check officiant or ceremony-site availability After: Date			☐
☐ Research wedding insurance requirements After: Venue rules			☐
☐ Create the wedding website framework After: Date and location			☐
☐ Begin hotel and transportation research After: Venue			☐
☐ Identify priority vendors with limited availability After: Date and venue			☐
☐ Record deposits and contract deadlines After: Signed contracts			☐

9-12 MONTHS

Build the Core Team

Book the vendors and guest-facing elements that need the longest lead time.

TASK	OWNER	DUE WINDOW	DONE
☐ Book the photographer After: Date and venue			☐
☐ Book the videographer, if wanted After: Date and priorities			☐
☐ Book catering and bar service After: Venue rules			☐
☐ Book the DJ, band, or musicians After: Date and venue			☐
☐ Book the florist or floral designer After: Style and venue			☐
☐ Confirm the officiant After: Ceremony format			☐
☐ Reserve major rentals, if needed After: Venue inventory			☐
☐ Begin attire shopping or custom orders After: Style and lead time			☐
☐ Choose the wedding party structure After: Ceremony plan			☐
☐ Build the guest address list After: Guest estimate			☐
☐ Send save-the-dates when appropriate After: Date and guest list			☐
☐ Reserve hotel blocks if needed After: Location and demand			☐
☐ Outline transportation needs After: Venues and guest travel			☐

6-9 MONTHS

Shape the Guest Experience

Turn the foundation into a cohesive ceremony, reception, and guest plan.

TASK	OWNER	DUE WINDOW	DONE
☐ Finalize the menu direction and schedule tastings After: Caterer			☐
☐ Book cake or dessert service After: Menu and guest count			☐
☐ Book hair and makeup professionals After: Date and getting-ready group			☐
☐ Confirm ceremony music and reception entertainment After: Booked musicians			☐
☐ Choose invitation design and ordering timeline After: Guest list and style			☐
☐ Create or update the registry After: Guest communication			☐
☐ Confirm rehearsal dinner or welcome-event plans After: Guest travel			☐
☐ Develop the ceremony outline After: Officiant			☐
☐ Review rental quantities and layout needs After: Venue and guest estimate			☐
☐ Plan transportation routes and pickup groups After: Venues and accommodations			☐
☐ Check passports and travel documents for the honeymoon After: Travel plans			☐
☐ Schedule attire fittings and accessory decisions After: Attire order			☐

3-6 MONTHS

Turn Plans Into Details

Translate booked services into wording, layouts, schedules, and final choices.

TASK	OWNER	DUE WINDOW	DONE
☐ Finalize invitation wording and order invitations After: Guest list and ceremony details			☐
☐ Confirm the RSVP method and deadline After: Invitation schedule			☐
☐ Choose ceremony readings, rituals, and participants After: Ceremony outline			☐
☐ Purchase wedding rings After: Sizing and design			☐
☐ Research marriage-license timing and requirements After: Jurisdiction			☐
☐ Draft the wedding-day timeline After: Vendor commitments			☐
☐ Build the family and wedding-party photo list After: Photographer			☐
☐ Choose key songs and do-not-play requests After: Music vendor			☐
☐ Finalize signage and printed-item needs After: Venue flow			☐
☐ Draft the floor plan and table approach After: Guest estimate and rentals			☐
☐ Confirm transportation timing After: Timeline draft			☐
☐ Plan favors or welcome gifts, if using them After: Guest experience			☐

1-3 MONTHS

Move Into Confirmation Mode

Collect responses, close open decisions, and prepare everything that must be handed off.

TASK	OWNER	DUE WINDOW	DONE
☐ Send invitations at the appropriate time After: Final invitation proof			☐
☐ Track RSVPs and follow up on missing replies After: RSVP deadline			☐
☐ Confirm the final-count deadline with the venue and caterer After: Contracts			☐
☐ Build the seating plan After: RSVP responses			☐
☐ Complete final attire fittings After: Attire delivery			☐
☐ Hold final-detail meetings with key vendors After: Timeline draft			☐
☐ Finalize vows and ceremony wording After: Officiant review			☐
☐ Complete the hair and makeup trial After: Booked artists			☐
☐ Confirm the marriage-license plan After: Legal timing			☐
☐ Create the remaining-payment schedule After: Vendor contracts			☐
☐ Prepare the weather and transportation backups After: Venue and routes			☐
☐ Draft the item-packing and handoff list After: Final design plan			☐

FINAL MONTH

Close Every Open Loop

Confirm, pay, prepare, and hand off. Avoid adding new details unless they solve a real problem.

TASK	OWNER	DUE WINDOW	DONE
☐ Collect final RSVPs and submit the headcount After: RSVP deadline			☐
☐ Finalize seating assignments and place cards After: Final guest list			☐
☐ Confirm every vendor's arrival, setup, and contact After: Final timeline			☐
☐ Distribute the final timeline and contact sheet After: Vendor confirmations			☐
☐ Prepare final balances, tips, and payment instructions After: Contracts			☐
☐ Obtain the marriage license within the valid window After: Legal requirements			☐
☐ Pick up and inspect attire After: Final fittings			☐
☐ Pack ceremony, reception, and personal items After: Handoff list			☐
☐ Prepare the emergency kit After: Day-of needs			☐
☐ Activate the weather decision process After: Forecast and contract rules			☐
☐ Reconfirm transportation counts and routes After: Final guest movement			☐
☐ Confirm the rehearsal time and participants After: Ceremony plan			☐

FINAL WEEK

Prepare, Do Not Redesign

Move responsibilities out of the couple's hands and make every physical item easy to find.

TASK	OWNER	DUE WINDOW	DONE
☐ Reconfirm final counts, meal needs, and access needs After: Final guest list			☐
☐ Name the main wedding-day contact After: Handoff plan			☐
☐ Pack and label items by destination After: Final item list			☐
☐ Place license, IDs, rings, and vows together After: Legal and ceremony plan			☐
☐ Organize tips, checks, and final payments After: Payment plan			☐
☐ Steam and stage attire and accessories After: Attire pickup			☐
☐ Confirm beauty, transportation, and delivery times After: Final timeline			☐
☐ Deliver or stage ceremony and reception items After: Venue instructions			☐
☐ Review the emergency and weather plan After: Latest forecast			☐
☐ Hold the rehearsal and confirm the processional After: Ceremony plan			☐
☐ Charge phones and essential devices After: Communication plan			☐
☐ Protect sleep, meals, and recovery time After: Personal readiness			☐

WEDDING DAY

Let the Plan Work

Use this page for essential confirmations only. The designated lead should own operational follow-up.

TASK	OWNER	DUE WINDOW	DONE
☐ Eat, hydrate, and take required medication After: Personal plan			☐
☐ Confirm rings, vows, license, and IDs are present After: Document packet			☐
☐ Confirm attire and personal items are complete After: Packing list			☐
☐ Place the emergency kit with the assigned person After: Handoff plan			☐
☐ Confirm vendor and venue access After: Final timeline			☐
☐ Give schedule questions to the designated lead After: Decision authority			☐
☐ Confirm priority photo relationships with the photographer After: Photo list			☐
☐ Secure gifts, cards, and personal belongings After: Assigned custodian			☐
☐ Confirm any remaining payment handoffs After: Payment envelopes			☐
☐ Gather items that must leave the venue After: Cleanup plan			☐
☐ Record any rental-return changes After: Rental contracts			☐
☐ Pause and enjoy the celebration After: Everything above			☐

AFTER THE WEDDING

Finish the Final Details

Close financial, rental, document, preservation, and thank-you tasks while information is still easy to find.

TASK	OWNER	DUE WINDOW	DONE
☐ Return rentals and borrowed items on time After: Return schedule			☐
☐ Store or clean wedding attire After: Care instructions			☐
☐ Confirm final vendor balances and tips After: Payment records			☐
☐ Back up personal photos and videos After: File system			☐
☐ Note professional photo and video delivery dates After: Contracts			☐
☐ Send thank-you notes and track completion After: Gift list			☐
☐ Preserve flowers or keepsakes, if wanted After: Preservation timing			☐
☐ Complete optional name-change steps After: Certified documents			☐
☐ Close the wedding budget and record actual totals After: Final payments			☐
☐ Store contracts, receipts, and the marriage record After: Document system			☐
☐ Leave thoughtful vendor reviews After: Service completion			☐
☐ Choose how to mark the first anniversary After: Personal preference			☐

CROSS-CUTTING REVIEW

Accessibility & Guest Care Review

Confirm the real guest journey, not only the venue's written promise. Record what must be true, who owns it, and when it will be verified.

AREA	WHAT MUST BE TRUE	OWNER	DUE	VERIFIED
Arrival / drop-off	Accessible parking, drop-off and arrival instructions			☐
Routes / surfaces	Continuous route; slopes, thresholds, doors and lifts checked			☐
Seating / sightlines	Reserved options, transfers, hearing or viewing needs confirmed			☐
Restrooms	Accessible restroom location and route verified			☐
Transportation	Accessible vehicle, loading plan and backup confirmed			☐
Food / allergies	Restrictions, cross-contact procedure and service owner confirmed			☐
Sensory / rest	Quiet, rest or private medication space identified			☐
Care / assistance	Children, older guests, caregivers and service animals planned for			☐
Communication	Guest instructions are direct, timely and available as needed			☐
Privacy	Only necessary accommodation details are shared with the team			☐

FIELD-CHECK THE REAL ROUTE

Walk the actual distances and transitions at the relevant time. A website feature list is not an on-site verification.

CROSS-CUTTING REVIEW

Safety, Contacts & Decision Authority

Write the contact path and authority before pressure rises. Venue procedures and trained professionals govern emergencies.

CALL / ESCALATE

Emergency number
Venue security or emergency contact
Exact address and responder access point

STOP / MOVE

Person authorized to pause the event
Evacuation or shelter trigger
Assembly or protected location

COMMUNICATE

Staff channel and backup
Guest instruction owner
Family or couple notification protocol

DECISION & RESPONSE CHECK

RISK	TRIGGER / PROCEDURE	OWNER	CONTACT	BACKUP	READY
Severe weather					☐
Medical emergency					☐
Fire / security					☐
Power failure					☐
Transportation disruption					☐
Vendor no-show					☐
Missing critical item					☐
Access barrier					☐

PROTECT PEOPLE BEFORE PROTECTING THE TIMELINE

Pause operations, keep responder routes clear, share accurate information, and document the handoff. Do not delay care or publicly speculate about a diagnosis.

FINANCIAL OVERVIEW

Payment Snapshot

Keep only the payment milestones you need to see at a glance. Use your full budget tool for detailed category tracking.

VENDOR / CATEGORY	AMOUNT	DUE DATE	STATUS	CONFIRMATION
☐ Venue				☐
☐ Planner / coordinator				☐
☐ Photography				☐
☐ Video				☐
☐ Catering				☐
☐ Bar				☐
☐ Music				☐
☐ Florals				☐
☐ Rentals				☐
☐ Attire / beauty				☐
☐ Transportation				☐
☐ Stationery				☐
☐ Cake / dessert				☐
☐ Other				☐

RECORDS

Contracts & Documents Register

Record where each final document lives and who is responsible for the next action.

DOCUMENT	OWNER	ACTION / DUE DATE	STORED IN	DONE
☐ Marriage-license instructions				☐
☐ Identification copies				☐
☐ Venue contract				☐
☐ Planner / coordinator contract				☐
☐ Photo / video contracts				☐
☐ Catering and bar contracts				☐
☐ Music / entertainment contract				☐
☐ Florals and rental contracts				☐
☐ Transportation confirmation				☐
☐ Insurance certificate				☐
☐ Final vendor timeline				☐
☐ Payment confirmations				☐
☐ Travel documents				☐
☐ Other essential record				☐

GUEST OVERVIEW

Guest List at a Glance

Use this page for totals and unresolved questions only. Keep household-level records in your dedicated guest-list tool.

INVITED

YES

NO

NO RESPONSE

QUESTIONS THAT STILL NEED ACTION

HOUSEHOLD / PERSON	OPEN QUESTION	OWNER	DUE	DONE
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐

PERSONALIZE

Custom Tasks

Add tasks that are unique to your culture, venue, family, travel plans, or celebration format.

TASK	OWNER	DUE WINDOW	DONE
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐

PERSONALIZE

More Custom Tasks

Continue only with tasks that deserve a real owner and deadline.

TASK	OWNER	DUE WINDOW	DONE
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐

FOCUS

The Next Eight Actions

Pull only the immediate actions from the full checklist. When one is complete, replace it with the next unlocked task.

NEXT ACTION	OWNER	BLOCKED BY	DUE	DONE
DECISION RULE If an action has no owner, no deadline, or no clear next step, it is not ready to enter this page.				
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐
☐				☐

PROGRESS REVIEW

Your Planning Status at a Glance

Use this page during a weekly check-in to identify the one area that needs attention next.

FOUNDATION ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE	VENUE & DATE ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE	VENDORS ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE
GUESTS ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE	CEREMONY ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE	RECEPTION ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE
LOGISTICS ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE	PAYMENTS ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE	DOCUMENTS ☐ ON TRACK ☐ NEEDS ACTION ☐ NOT APPLICABLE

THE ONE AREA WE WILL ADDRESS NEXT

Notes